

JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: April 2015

Position Title:

HR Control #: 103-B01

ASSISTANT CITY ATTORNEY

Department	Legal	Pay Grade	34
Division	Legal	FLSA Classification	Exempt
Immediate Supervisor	City Attorney	Employment Status	Regular Full-Time

Job Summary:

Under general direction, provides legal services on behalf of the City of Kerrville. Perform a wide variety of professional legal duties including drafting resolutions, ordinances, contracts and related documents; preparing cases for trial; and rendering legal opinions as well as serving as legal advisor to boards and commissions as assigned by the City Attorney. Also involves prosecuting in Municipal Court.

Disclaimer:

The information provided in this description has been designed to indicate the general nature and level of work performed. It is neither designed nor intended to be interpreted as a comprehensive listing of all duties, responsibilities, qualifications, and working conditions required of the employee assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Principle Duties and Responsibilities:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent and such duties are subject to change at any time.

1. The City seeks an energetic licensed attorney with an interest in municipal law, criminal prosecution, a self-starter, hardworking, prompt and organized.
2. Advise City staff and elected and appointed City officials in various areas of municipal law.
3. Prosecute criminal cases in Municipal Court involving City ordinances offenses, Texas Transportation Code offenses and Texas Penal Code Class "C" misdemeanor offenses. Duties also include court preparation, researching relevant case law, arguing, filing and responding to motions filed with the court.
4. Provide legal advice and handle requests under the Public Information Act
5. Review, negotiate and draft contracts.
6. Conduct legal research, provide legal advice and provide written and verbal opinions on a variety of legal issues and matters.
7. Draft legislation, code provisions, regulations, ordinances, amendments, resolutions and policies.
8. Attend public meetings of City Council, board and commissions and advises and addresses member by making public presentations or in executive sessions.
9. Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

- Strong working knowledge and experience in general Texas Municipal Laws, to include Texas Public Information Act, Open Meeting Acts, Texas Code of Criminal Procedure, Texas Penal Code and procurement laws.

Job Title: Assistant City Attorney

- Knowledge of Municipal, State and Federal Laws, rules and regulations.
- Knowledge of Civil and Criminal Law.
- Knowledge of specialized or substantive areas of law relevant to municipal practice.
- Knowledge and skill in developing related reports and documents.
- Skill in researching and analyzing facts, legal problems and strategizing with the City Attorney and staff.
- Ability to draft, negotiate and interpret contracts.
- Ability to research and interpret municipal, state and federal laws, rules and regulations.
- Ability to communicate clearly and effectively, both verbally and written.
- Ability to maintain effective relationships with other attorneys and City staff.
- Ability to read and understand legal documents, technical materials, reports, and journals.
- Ability to effectively communicate with City Council and other elected officials, attorneys, citizens, and employees in order to provide information related to legal issues.
- Ability to effectively, tactfully, and professionally discuss issues and complaints with the public.
- Ability to maintain regular and predictable attendance.

Machines, Tools Equipment and Work Aides:

- Computer and related software, telephone, calculator.

Education, Certification and Experience Required:

- Possession of a Doctor of Jurisprudence from an ABA accredited college of law.
- Licenses member in good standing with the State Bar of Texas.
- Possession of a valid Texas Class C driver's license.
- Three to five years of increasingly responsible experience as a practicing Attorney.
- Criminal prosecution or civil trial experience, preferred.

Physical and Environmental Conditions:

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects 5- 20 pounds to move objects. Must be able to sit for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

Special Requirements:

- Supervision of assigned staff in absence of City Attorney.
- Use of your own personal vehicle is required and proof of Liability Insurance will be required.

Signature/Approval:

I hereby acknowledge review and understanding of this job description.

Printed Name of Employee

Signature of Employee

Date

City Attorney

Job Title of Supervisor

Signature of Supervisor

Date